

DEPARTMENT OF CENTRAL PURCHASING

EMPLOYEE NOTICE OF DISCIPLINE

EMPLOYEE NAME: Franklin Fitzgerald DATE: Friday, July 1, 2022DEPARTMENT: Central Purchasing DIRECTOR: Lisa L. JacksonDATE(S) OF OCCURRENCE: Friday, July 1, 2022**VIOLATIONS**

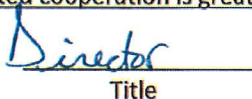
<input type="checkbox"/> Attendance	<input checked="" type="checkbox"/> Neglect of Duty	<input type="checkbox"/> Falsification of Documentation
<input type="checkbox"/> Unauthorized Absence	<input type="checkbox"/> Endangerment to others	<input type="checkbox"/> Willful Damage to County Property
<input type="checkbox"/> Tardiness	<input type="checkbox"/> Vile, Foul or Abusive Language	<input type="checkbox"/> Other ()
<input checked="" type="checkbox"/> Insubordination	<input type="checkbox"/> Safety/Carelessness	<input type="checkbox"/> Violation of City Policy
<input checked="" type="checkbox"/> Conduct Unbecoming	<input type="checkbox"/> Harassment	

VIOLATION STATEMENT (attach any supporting documentation)Date(s) of Violation: Friday, July 1, 2022Place(s) of Violation: Department of Central Purchasing (Franklin's office)

Statement of Violation: Today, July 1, 2022, I came to you to ask you about your recent email responses to employees from different departments in need of assistance from Purchasing. You stated that you did not know what I was talking about. In turn, using one email as an example, I asked you if you attempted satisfy the request or at least find out why the individual needed such. In response, you immediately went on the defense stating that, you deferred the individual to me because "that's what you wanted, so that's what I did." I explained to you that I never said anything like that, instead, I made it clear to our whole team that any request that comes to this office in need of approval, must be reviewed and approved by me, prior to generating or releasing P.O.'s. I also mentioned that your recent email responses, erasing the current bids off your "whiteboard" because you don't want to see them anymore, leaving the office for long periods at a time without notification are not reflective of a team player. Angrily, you frowned up your face, raised your voice and began shaking your head side-to-side stating that "I can respond how I want to. This is not a team. I don't like how things are going and others feel the same way." I then stated, is that so? And as I got up to walk out of your office, you then (realizing that I was not going to argue with you) raised your voice a bit more stating that I was speaking to you aggressively. I stated, absolutely not and walked away.

In all, your constant disrespectful, rebellious and disgruntled behavior is unacceptable and unbecoming of a public employee; therefore, I expect an immediate turnaround. Be advised that any further misconduct will result in disciplinary action, up to and including termination. Your anticipated cooperation is greatly appreciated.


Director/Supervisor Signature


Title

7/1/22
Date

DISCIPLINARY ACTION

<input checked="" type="checkbox"/> Verbal Reprimand	<input type="checkbox"/> Written Reprimand	<input type="checkbox"/> Sent Home w/out Pay
<input type="checkbox"/> Suspension without pay ____ days	<input type="checkbox"/> Recommendation for Termination	

CORRECTIVE ACTIONS TO BE TAKENCorrective Actions/Timeframe: Counseling and Guidance from HR

☐ I have read this Notice of Discipline and understand it. (Employee needs to sign each page of supporting documentation also to verify they have been made aware of that)

☐ Employee refused to sign this form and all attached documentation

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____

